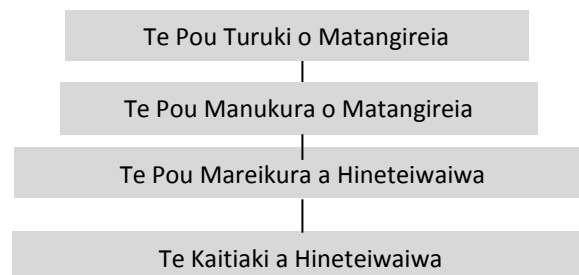


Position Description



POSITION TITLE	Te Kaitiaki a Hineteiwaiwa
LOCATION	Whakatane
REPORTS TO	Te Pou Mareikura a Hineteiwaiwa
PURPOSE OF POSITION	<ol style="list-style-type: none"> To work in partnership with families/whanau to improve health, development, education and social outcomes for their tamariki. To act at all times in accordance with the mission, values and policies of NASH and within appropriate professional standards.
NASH VISION	Te Pou Maataho! – Optimum Health and Wellbeing.
NASH MISSION	To achieve prosperity and well-being for our whanau and our communities, we service through a high performing organisation.
NASH VALUES	<p>Tika – working with integrity</p> <p>Whakapono – working toward the vision/genuine intent</p> <p>Aroha – compassion and regard for others</p>

REPORTING STRUCTURE



RELATIONSHIPS

Internal

- CEO
- Service Managers
- Care and Protection Co-ordinator
- NASH Staff
- NASH Trustees
- Ngati Awa uri and Marae

External

- Other Iwi
- Key Stakeholders
- Funding agencies
- Government agencies
- Local government agencies

Te Wahakura a Hineteiwaiwa-o-5-year-old services

Overview

Te Wahakura a Hineteiwaiwa represents a cradle of services to support the wellbeing of Tamariki and whanau.

The suite of wrap around services that are delivered to whanau under Te Wahakura a Hineteiwaiwa this includes the following services:

Te Whakamanahia Te Waiu-Integrated Breast-feeding service aims to improve breastfeeding outcomes for Māmā, Pēpi and whanau.

Kaupapa Maori Antenatal and Parenting Service-Aims to promote a holistic approach to antenatal and parenting education for Hapu Māmā, parents and whanau.

SUDI-Safe Sleep- The purpose is to provide safe sleep education and resources to support whānau, hapu and Iwi to support prevention of Sudden Death in Infancy (SUDI).

Family Start is a child-centred, intensive home visiting programme that focuses on improving tamariki/children’s health, learning and relationships, family/whanau circumstances, environment and safety.

Tamariki Ora/Well Child Service provides universal health assessment, health promotion and support service for tamariki (children) and their whanau (family) from birth to five years. It also serves as a gateway to targeted and specialist health, education and social services for tamariki and whanau with additional needs. Tamariki Ora provides an integrated package of care as set out in the Well Child / Tamariki Ora National Schedule.

KEY ACCOUNTABILITY	PERFORMANCE GOALS/EXPECTED RESULTS
<p>Te Whakamanahia Te Waiu</p> <ul style="list-style-type: none"> Achievement of performance goals will be measured against attainment of the DHB Service Specification/best practice guidelines. Achievement of client satisfaction Achievement of client/whanau outcomes 	<ul style="list-style-type: none"> Number of individuals accessing services. Client feedback obtained. Achievement of breast-feeding interventions delivered. Achievement of positive breast-feeding outcomes
<p>Kaupapa Maori Antenatal and Parenting Service</p> <ul style="list-style-type: none"> Achievement of performance goals will be measured against attainment of the DHB Service Specification/best practice guidelines. Achievement of client satisfaction Achievement of client/whanau outcomes Achievement of DHB/ Service reporting requirements 	<ul style="list-style-type: none"> Numbers of programs delivered. Program evaluation outcomes measurements achieved. Client/whanau feedback obtained
<p>SUDI-Safe Sleep</p> <p>Achievement of performance goals will be measured against attainment of the DHB Service Specification/best practice guidelines.</p> <ul style="list-style-type: none"> Achievement of client satisfaction Achievement of client/whanau outcomes Achievement of DHB/ Service reporting requirements 	<ul style="list-style-type: none"> Numbers of programs delivered. Program evaluation outcomes measurements achieved. Program evaluation/Client/whanau feedback obtained.
<p>Family Start</p> <ul style="list-style-type: none"> Achievement of performance goals will be measured against attainment of the Family Start Service Manual- (via SharePoint). 	<ul style="list-style-type: none"> Ensuring that the initial contact and acceptance processes are adhered to as per the Family Start Service Manual Strengths and Needs assessments are completed by due date and meet best practice standards.

KEY ACCOUNTABILITY	PERFORMANCE GOALS/EXPECTED RESULTS
	<ul style="list-style-type: none"> Whanau plans are developed and reviewed within the requirements of the Family Start Service Manual. Exits- Whanau Plans are reviewed prior to a planned exit. Client/whanau feedback obtained Achievement of whanau outcomes/interventions
Tamariki Ora/Well Child Service <ul style="list-style-type: none"> Achievement of performance goals will be measured against attainment of the MOH Service Specification /and as specified in the National Well child Schedule. 	<ul style="list-style-type: none"> Promotion of Antenatal education and registering with a lead maternity LMC. Providing health promotion education for Mama/Whanau-Breastfeeding, Smoke free, Immunisation, SIDS awareness Facilitating access to services required for positive parenting and growth and development of Tamariki
Integration <ul style="list-style-type: none"> Integration to improve whanau outcomes will be achieved through coordinating service planning/integration with internal and external services/stakeholders 	<ul style="list-style-type: none"> Participation in MDT processes for complex whanau needs. Participation in coordinated/dual visits to support service integration. Participation in service/cluster level service integration initiatives/programs
Key Performance Indicators <ul style="list-style-type: none"> The KPIs set are achieved. Areas of non-achievement are identified with Supervisor and a plan with timeframes for achievement is put in place. 	<ul style="list-style-type: none"> Evidence KPIs are being achieved. Monthly service data/reporting. Plan is developed. Evidence of improvements in areas of non-performing areas.
Professional Development <ul style="list-style-type: none"> Professional development plan is completed and agreed with Supervisor and Manager. Areas for development included in plan link to role in Family Start. Supervision is attended as required. 	<ul style="list-style-type: none"> Plan completed and signed off appropriately. Training is completed as approved. Evaluation of training completed. Supervision contract is in place and signed appropriately. Supervision records are kept.
Te Pou Mataaho <ul style="list-style-type: none"> Undertakes appropriate training in regards Te Pou Mataaho and any other appropriate training approved by management as required Works in a way that promotes and ensures culturally appropriate practices 	<ul style="list-style-type: none"> Evidence training attended and completed Evidence learning is put into practice Cultural protocols are observed, and practice is not contrary to tikanga of Te Tohu O Te Ora O Ngati Awa
Site Management/Administration <ul style="list-style-type: none"> Complies with requirements for collection of statistical data Ensures all data entered into Client management systems is accurate and up-to-date Maintains client caseload, keeps accurate records, and prepares confidential reports as required Electronic systems are used for recording appointments and booking of resources including vehicles. Attend service and monthly Staff hui. Is familiar with the policies and procedures of the service and organisation and adheres to these guidelines 	<ul style="list-style-type: none"> All data entered into client management system by 8th of month following end of the month. Data is accurate and up-to-date. Files are accurate and up-to-date. All cases are seen as required. Appointments are entered into electronic calendar in Microsoft Office Vehicle booking and resource booking systems are used as required Minutes indicate attendance at Family Start and Staff hui. No evidence of non-compliance

PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

- Experience skills and experience working in health, education or social services settings.
- a recognised Social Work qualification and experience relevant to working with tamariki and their whanau or studying toward a Social Work qualification

- ability to make crucial decisions involving safety and wellbeing based on their professional judgement, therefore must have appropriate knowledge and skills to carry out their roles safely and in partnership with others in the workforce.
- must have a clean Police Vetting status
- a full current clean drivers licence

INTERPERSONAL STYLE

- Is thoughtful, resilient, calm and stable in challenging situations
- Shows initiative, decisiveness and openness
- Has excellent oral communication and written skills
- Is open, honest and approachable
- Negotiation, advocacy and facilitation skills

RELATIONSHIP MANAGEMENT

- team player and able to work well in a team environment
- ability to develop and maintain good working relationships at all levels with clients and Te Tohu o Te Ora o Ngati Awa Staff
- respect for confidentiality and discretion; ability to deal with sensitive issues.
- ability to build rapport and trust with whānau
- ability to build and maintain positive relationships with professionals to support access to services for whanau
- an understanding of the impact of trauma, adolescent brain development and youth development approaches
- an understanding of disability, mental health, substance abuse and the impact these can have on a young person's life
- cultural competency and demonstrable knowledge and skill about kaupapa Māori, te reo Māori, Te Tiriti o Waitangi and Pacifica protocols.
- behaviour management / conflict resolution skills.

OTHER ATTRIBUTES

- Is very well organised, with the ability to plan and prioritise work demands
- Self-motivated, an achiever
- Empathy and patience
- Willing to attend training sessions

JOB DESCRIPTION CREATED / AMENDED

Date: February 2021

ACCEPTANCE OF JOB DESCRIPTION

Employee:

Signature

Date: _____